

Chapter 16

PART NUMBERS

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16.1. General.

16.1.1. This chapter outlines the actions required to provide supply support for part numbers (P/Ns) or non-stock listed national stock number (NSN) items, including research requirements, data accumulation, supply responsibility, follow-on supply action, etc. Other portions of this manual applicable to P/N processing are: AFMAN 23-110, Volume 1, Part 1, Chapter 8; Volume 2, Part 2, Chapters 9 and 17; and Volume 3, Part 4.

16.1.2. It is recognized that due to differences in organizational structure at each Air Logistics Center (ALC), the internal routing of the requisition package may vary. Such variation is permissible as long as it does not result in degradation of overall P/N processing.

16.1.3. The following explanations are for clarification purposes:

16.1.3.1. P/N Requisition - Requisition for an item of supply that is not identified to an NSN.

16.1.3.2. Technical Order (TO)/End Article Inventory Management Specialist (IMS) - The ALC that has support responsibility for the end item of supply covered by the lowest indenture illustrated parts breakdown portion of an AF TO; or, if no TO exists, the ALC which has federal supply class (FSC) management for the end item.

16.1.3.3. FSC Manager - The individual, organization, or activity which performs federal class management.

16.1.3.4. Defense Logistics Agency/General Services Administration (DLA/GSA) Manager - The DLA/GSA center assigned Integrated Materiel Manager (IMM) for a commodity class.

16.1.3.5. FSC/Materiel Management Aggregation Code (MMAC) IMS - The AFMC ALC assigned management/residual management for the FSC/MMAC involved in the P/N requisition. For purposes of this procedure, the FSC/MMAC ALC will simply be referred to as the FSC ALC.

16.1.3.6. Item Management Coding - Procedure for determining primary management responsibility by IMM or by service.

- 16.1.3.7. Weapons System Integrated Materiel Manager - The service inventory control point (ICP) which performs the DoD or federal government-wide integrated materiel manager function for the item.
- 16.1.3.8. Service Item Control Center - The service materiel manager which formerly performed the wholesale materiel management function and/or the service activity/activities which perform the residual materiel management function.
- 16.1.3.9. Logical Spare - Any item which is source coded "MF," "MD," or "AD," as defined in TO 00-25-195 or which would qualify for the assignment of one of the "P" series codes if not currently source coded.
- 16.1.3.10. Part Number Cross-Reference (PNCR) Records - Mechanical records maintained within the Item Manager Wholesale Requisition Process (IMWRP) D035A subsystem which contain data on part numbers that have been or are being researched at the ALC. Attachment 16A1 contains additional details concerning the PNCR records.
- 16.1.3.11. Commercial and Government Entity (CAGE) - A five-position code assigned to organizational entities that are manufacturers, non-manufacturers, non-US manufacturers, vendors and government agencies who are the controlling activity of the document identified by the reference number/part number. There are many kinds of part numbers, and not all of them are manufacturers' part numbers. (For example, M526565-16 is a Military Standard, and Code "96906" is assigned as its CAGE. CAGE 97151 identifies AFMC, WPAFB.)
- 16.1.3.12. Reference Number/Part Number - A number, other than an active NSN, used to identify an item of supply (the CAGE must accompany the part number). The reference number can be manufacturers' part number, drawing, model, type numbers, source controlling document numbers, specification numbers and trade names when the manufacturer identifies an item by trade name only; federal/military specification and standard numbers; and part, drawing, or type numbers from specification/standards.
- 16.1.4. The TO/end article IMS ALC will, upon receipt of a P/N requisition, determine if the item is a logical spare through source coding. Each item will also be item management coded (DoD Manual 4140.26V1, *Defense Integrated Materiel Management for Consumable Items*) and assigned an FSC. Catalog action will be requested on all logical spares by AF Form 86, *Request for Cataloging Data/Action*; a supply support request; or AFMC Form 918, *Non-Provisioning Item Supply Support Request (SSR) Data*, as appropriate.
- 16.1.4.1. Requisitions for P/Ns in the following categories will be supported by the technical order/end article IMS ALC:
- 16.1.4.1.1. Noncataloged logical spares code item management code (IMC) "Z" (DLA/GSA) will be supported using a non-cataloged depot-assigned (ND) control number. Concurrent submission of an AFMC Form 918 is mandatory. The AFMC Form 918 must accompany the AFLC Form 340, "Request for ND Number."
- 16.1.4.1.2. Logical spares for items which, when stock listed, would be managed by the technical order/end article IMS ALC (local prime). A non-cataloged (NC) control number will be used.
- 16.1.4.1.3. Nonlogical spares for which the decision is made to support on a one-time basis will be assigned an ND control number. A type "E" record will be used to record the one-time buy to support the P/N requisition. When a third demand occurs within 180 days, the D035A subsystem will generate a notice which states: *Initiate Cataloging Action*. When this occurs, the nonlogical spare becomes a potential logical spare and review for cataloging is mandatory. The notice will continue to be output every seven days from the date of last action of the stock number item record until the ND number is deleted/updated to an NSN or until the PNCR master has been file maintained with an NC number in the record.

16.1.4.1.4. If the previous demand was satisfied by other than central procurement, that is, local purchase or local/depot manufacturing action, review for cataloging is mandatory. If the equipment specialist (ES) determines that a subsequent demand will require the reuse of the same ND control number, justification and approval of the unit supervisor will be required. Requisitions received with repeat ND control numbers (previously assigned to a P/N requisition on a one-time basis) will be considered a recurring demand. Upon receipt of repeat ND control numbers, IMSs should contact the ES so that the item can be reviewed for consideration as a logical spare. When the ES determines that the repeat ND numbered requisition is a logical spare, cataloging action will be initiated.

16.1.4.1.5. An ES may review a P/N requisition and make the determination to initiate cataloging action prior to the third demand if the research indicates the demand will be recurring. However, the ES should consider cataloging action on the first demand for mission capability (MICAP) P/N requisitions.

16.1.4.1.6. Source code "M" series items with advice code "2A." Guidelines concerning these items will be found in chapter 3.

16.1.4.1.7. MICAP requisitions.

NOTE: One exception to this policy is where the P/N would be AF managed if cataloged. These items should be assigned an NC number, and this must be done at the FSC ALC. Consequently, these requisitions must be supported by the FSC ALC. In order to minimize processing time on these MICAP requisitions, they should be passed by message in "A05"/"A0E" format along with the necessary data required for cataloging and procurement.

16.1.4.2. Requisitions for P/Ns in the following categories will be supported by the FSC ALC:

16.1.4.2.1. Items determined to be logical spares which, when cataloged, become AF managed and are FSC prime.

16.1.4.2.2. Requisitions for FSC 5955 items.

16.1.5. CONUS AF base P/N requisitions for which an NSN is not found, and which are determined to be for support of commercial end items not centrally managed by DoD (such as lawn mowers, refrigerators and like items), may be canceled for base procurement even though advice code "2A" is cited if a valid local source of supply can be provided.

NOTE: Cancellation of P/N requisitions is not restricted to the category of items mentioned in paragraph

16.1.5. For additional guidance on cancellation of P/N requisitions, see attachment 16A1.

16.1.6. An SSR will be submitted for all IMC "Z" coded items whether cataloged (AF not recorded as a user) or noncataloged. An AFMC Form 918 will only be used for nonprovisioning SSRs for all other service-managed consumable items (AF is not recorded as a user). Support requests for other service-managed nonconsumable items (AF is not recorded as a user) will be requested using JLC Form 17, *Nonconsumable Item Material Support Request*.

16.1.7. File maintenance actions for the PNCR records will be accomplished by entering appropriate data via a user terminal. PNCR record descriptions are outlined in paragraph 16.7. After research of a P/N requisition by the ES, file maintenance will be taken to establish a type B, C, D, E, or F record in the PNCR records (unless a record already exists).

16.1.8. When research through Defense Logistics Information System (DLIS) screening indicates to the FSC ALC that a P/N can be equated to an NSN, or there is a preferred stock number to the NSN provided by the

TO/end article IMS ALC, the FSC ALC will forward a copy of an annotated AF Form 86 (with blank control number field) to the TO/end article IMS ALC. The form must be annotated *For update of PNCR records only*. This information will be entered in the PNCR records at both the FSC and TO/end article IMS ALC.

16.1.9. A P/N requisition received on an item for which a decision is made that the item will be AF managed and decentralized for local purchase/local manufacture (LP/LM), will be "CA" canceled. The "CA" cancellation letter will cite the reason for return with instructions to procure or manufacture locally. If the P/N requisition must be canceled even though the base provided advice code "2A" (base unable to procure locally or locally manufacture) and a source is determined for the first time by the ALC; the source will be provided to the requisitioner. This applies to both CONUS and overseas activities. Include in the "CA" letter the name, address, phone number of the source and any other additional data that can be provided such as description, technical information or drawings, if available. Cataloging action will be initiated as LP/LM. An AF Form 86 will be included with the P/N requisition package being returned to the P/N control unit.

NOTE: Cancellation of P/N requisition is not restricted to the category of items mentioned in paragraph 16.1.9. For additional guidance on cancellation of P/N requisitions, see attachment 16A1.

16.1.10. Status code "CP" will not be utilized to reject requisitions unless ES's have determined that all of the following criteria are met:

16.1.10.1. Safety-of-flight considerations are not involved.

16.1.10.2. Configuration management of aerospace ground equipment or test equipment is not involved.

16.1.10.3. The item has a base identifiable source other than a prime AF contractor, that is, Lockheed, Boeing, Pratt and Whitney, etc.

16.1.10.4. The item would be commercially available without being specially manufactured to fulfill the requirement and should be available in the local geographic area.

16.1.10.5. Requisitions received (citing TO or end article data) will be passed off-line "A05"/"A0E" to the correct ALC if the receiving ALC is not the TO/end article IMS ALC.

16.1.10.6. Where "CA" type rejections are utilized, the "CA" cancellation letter or message will contain the NSN or CAGE and P/N in addition to the document number. If a number different from that cited in the requisition is to be referenced, it should be noted in the "CA" letter and not in the mechanical "CA" status.

16.1.10.7. Category "B" crystals. Upon receipt of three or more requisitions at the FSC ALC for a given P/N, the crystal should be assumed to be a logical spare and cataloging action should be initiated.

16.2. Cataloging And Standardization Center Helpline.

16.2.1. The Cataloging and Standardization Center (CASC) has established a helpline to assist any activity with part number research. The CASC helpline is available 24 hours a day. Requests for assistance can be directed to CASC via:

16.2.1.1. **Telephone:** DSN 932-4357 or commercial (616) 961-4357. The phone is answered by CASC personnel during duty hours 0630-1700 (EST). During nonduty hours, a recording service is available which allows you to leave a message.

16.2.1.2. **Mail:** Requests for assistance can be sent by letter, AUTODIN message, or FAX. The mailing address is HQ CASC/HELP, 74 N. Washington Ave., Battle Creek MI 49017-3094. The FAX number is DSN 932-5215 or commercial (616) 961-5215.

16.2.2. Upon receipt of a request for assistance, CASC will research the request and provide a response within 48 hours. Requests for assistance on mission capability (MICAP) part number requisitions will be processed within 24 hours from receipt.

16.3. Time Standards For Processing "1C" Exceptions.

16.3.1. Part numbered requisitions containing a "2" or a "B" in position 3 of the document identifier, create "1C" controlled exceptions which must be suspended to ensure timely processing of P/N requisitions. Due to variances in manning and ALC structure, the Product Directorates at each ALC will ensure that appropriate internal processing time standards for "1C" exceptions are established and met. Customer support dictates timely processing of all exceptions by all organizations. The IMS/system program manager (SPM) division will establish standards for each work area within the division and monitor overall compliance with these standards.

16.3.2. The following guidelines are considered the maximum processing time allowed unless other conditions beyond your control (such as delays of DLIS) cause unexpected delays. Any delay in the DLIS replies will impact the total processing time standard for completing the required support action on the P/N requisition. These guidelines apply to both centralized and decentralized methods of processing these requisitions. Recommended time standards for work areas are as follows:

16.3.2.1. Research: 7 days

16.3.2.2. IMS/ES action: 10 days

16.3.2.3. Final processing: 2 days

16.3.3. The volume of P/N requisitions received at each ALC will vary, however, routine P/N requisition processing time should not exceed 30 days. MICAP processing time is eight hours. Recurring problems associated with P/N requisitions which contribute to delays in processing should be documented and elevated to the major command (MAJCOM).

16.4. Technical Order/End Article Inventory Management Specialist ALC Processing.

16.4.1. P/N control unit processing.

16.4.1.1. Receive "A0E," "A05," and "A45" P/N requisitions by mail, message, or telephone.

16.4.1.2. Convert "A0E," "A05," and "A45" P/N requisitions to "A0E," "A02," and "A42" formats, as appropriate, and input to IMWRP subsystem via user terminal using the P/N requisition input screen "PTN."

NOTE: A copy of the initial "A05/A0E" P/N requisition will be forwarded to CASC for further research whenever the ALC ES has determined that there is no existing NSN or preferred NSN for the requested P/N. ALCs will forward P/N requisitions to CASC/POM. The ALC will continue processing the P/N requisition ("1C" exception) using existing procedures to determine means of supporting the requisition (i.e., local manufacture, local purchase, cataloging action) and take action to fill the requirement. CASC Standardization ES will be using the copies of these P/N requisitions to do follow-on research to determine if a suitable/preferred NSN is available for the P/N. If a preferred NSN is found by CASC, the copy of the P/N requisition will be annotated with the NSN (whether the NSN is AF used or not), the name of the Standardization ES branch office symbol, DSN telephone number and date. If the CASC Standardization ES has determined that the P/N on the requisition should be added to the preferred NSN, cataloging action will be taken by CASC to list the P/N as an additional reference number to the preferred NSN. Prior to submittal of the AFLC Form 7814, "Audit Trail Record," for cataloging action, CASC will mail the AFLC Form 7814 and any supporting data to the submitting ALC for approval/disapproval of this cataloging action. The ALC will then return the coordinated AFLC Form

7814 to CASC for further action. ALCs will take action to update the PNCR file if this cataloging action meets their approval. If the ALC does not approve of the cataloging action to add the requisitioned P/N to the preferred NSN, the ALC will return the uncoordinated AFLC Form 7814 to CASC and state reason(s) for nonconcurrence on back of AFLC Form 7814, including name of ALC ES, office symbol and DSN telephone number.

16.4.1.2.1. If there is no match to the PNCR records or DLIS does not indicate a single definitive match to an AF used NSN, a "1C" controlled exception will be mechanically generated by the system. If a type "B" PNCR record (or a type "C" record) is matched, the requisition will automatically be converted to an NSN requisition and be processed. If no PNCR record exists and DLIS indicates a single definitive match to an AF used NSN, a "B" PNCR record will be mechanically created and the requisition will be converted to an NSN requisition. In either case, a "1C" controlled exception will not generate.

16.4.1.2.2. If no PNCR record exists and the Defense Integrated Data System (DIDS) indicates a match to a non-AF used NSN, a partial match or no match, a skeleton "D" record (CAGE and P/N only) will be created and will cause the release of the "1C" controlled exception. Upon completion of research, the skeleton "D" record will have to be file maintained with appropriate data. If for some reason it is decided that a record other than a "D" record is to be used, delete the skeleton "D" record and create the appropriate record type. If no record exists in the PNCR records or from the DLIS interrogation, a record must be file maintained from data established during processing.

16.4.1.2.3. If CAGE and/or P/N is determined to be incorrect, attempt to establish correct CAGE and P/N. If correct CAGE and P/N cannot be determined, reject to requisitioner. However, if an "A05"/"A0E" requisition is received with ZZZZZ or blanks in rp 8-12 and the remainder of the information is adequate for processing, input the requisition into the D035A system with 00000 in rp 8-12.

16.4.1.2.4. P/N requisitions received in "L" or "P" number formats, which are used at base level, will be machine canceled as incorrectly formatted only if the remainder of the information provided on the requisition is inadequate for further processing. P/N requisitions received in "L" or "P" formats may be rejected by simply converting to "A0B," "A02," or "A42" formats, as appropriate, and inputting the requisition to the IMWRP subsystem. In this instance, the number should be entered as received until the field is filled. The "L" or "P" in the fifth position will cause the IMWRP subsystem to cancel the requisition as incorrectly formatted.

16.4.1.2.5. Receive "1C" controlled exception and interrogation results from DLIS.

16.4.1.2.6. When inputting P/N requisitions, certain conditions will cause the requisition to be machine rejected with the appropriate error message displayed on the input screen. These conditions are:

16.4.1.2.6.1. A requisition containing advice code "2C."

16.4.1.2.6.2. A requisition containing an invalid CAGE.

16.4.1.2.6.3. A requisition containing an invalid TO.

16.4.1.2.6.4. A requisition matched to a type "F" record (constant reject code).

16.4.1.2.7. A suspense DLIS interrogation matching an AF used NSN will generate a stop research notice with the phrase *P/N, CHANGED TO NSN*.

16.4.1.2.8. Requisitions with no technical order or end item application cited will be machine rejected. The IMWRP subsystem will reject those requisitions when these fields are blank.

16.4.1.2.9. If a P/N requisition is received at the ALC which is the correct TO/end article IMS ALC, but through research the item is identified to a lower indentured TO item; cancel the requisition to the base with a "CA" and advise them to submit the requisition to the ALC prime for the lower indentured TO item.

16.4.1.2.10. Forward MICAP requisitions to ALC MICAP control center or area responsible for MICAP processing.

16.4.1.2.11. File maintain PNCR records from the data on the AFLC Form 1, "PNCR File Worksheet" (attachment 16A2), by inputting data via user terminal.

16.4.1.2.12. Processing of customer cancellation requests ("AC1") is as follows:

16.4.1.2.12.1. If the CAGE, P/N, and quantity in the customer cancellation transaction match the IMWRP document records, the P/N requisition is mechanically canceled ("BQ" status is output in the same cycle). A PNCR stop research list with the phrase *Exception With Cancellation* is output. Annotate the "stop research" stuffer of the cancellation action with the phrase *Stop Research* in case the P/N package is in process or is intransit from the reviewing organizations. Mail the annotated stuffer to the division to stop research action. These packages do not need to be returned as no further action is required.

16.4.1.2.12.2. When the cancellation request is not mechanically processed as indicated in the previous paragraph, a requisition control manager notification with the phrase *Cancel P/N Request* is output. In this case, the exception control number must be determined from the "Open Part Number List." Annotate the exception control number on the stuffer and forward to the appropriate division processing the requisition. The "1C" exception stuffer with the P/N package will be clearly annotated with an "AC1" by the ES when returned from the division to the P/N control unit (with "CA" action) to clear the suspended exception. Receipt of an "AC1" from the customer will be sufficient justification to delete the requirement for sending a "CA" cancellation letter to the customer explaining reason for cancellation. Input of the "CA" will mechanically convert to a "BQ" based on the customer's request for cancellation ("AC1").

NOTE 1: Customer cancellations received after the requisition is being processed for purchase at an ALC are costly. Validating P/N requisitions on a case-by-case basis could save the Air Force dollars, therefore, selective validation of part numbered requirements on a case-by-case basis is authorized. In addition, when validation is being pursued, request that the base estimate future requirements at the time of validation.

NOTE 2: Quarterly, review cancellations for adverse trends in customer cancellations (BQ) and highlight any abuse by a specific base or bases continually having excessively high customer cancellation rates. These abuses should be identified to the appropriate MAJCOM by the ALC for action to resolve the problem. The MAJCOM can then request that the ALC validate part numbered requisitions.

16.4.1.2.13. Review requisition in conjunction with attachment 16A1 for disposition instructions.

16.4.1.2.14. If the exception cannot be cleared after interrogation of PNCR record and DLIS interrogation or if manual research indicates an NSN match, process as follows:

16.4.1.2.14.1. The Air Force is a registered user: Process according to paragraph 16.8.

16.4.1.2.14.2. The Air Force is not a registered user: Pass package to IMS/SPM division for processing according to paragraph 16.3.3.

16.4.1.2.15. Passing actions. Requisitions will be passed off-line ("A05"/"A0E") using action code "BM" when:

16.4.1.2.15.1. ALC is incorrect TO/end article IMS ALC.

16.4.1.2.15.2. ALC is correct TO/end article IMS ALC but item is identified to a lower indenture TO which is the responsibility of another ALC.

16.4.1.2.15.3. Item is identified to an NSN end item (no TO available) and the item is prime at another ALC. Passing actions should include DLIS screen results, as well as any other pertinent data found during initial research.

16.4.1.2.15.4. When a P/N requisition does not convert to an NSN, determine the validity of the requirement and its application. If another service is identified as the lead service for the end item/weapon system and agrees to support the requirement, the lead service's source maintenance recoverability (SMR) code will be assigned to the item. If the SMR coding identifies the item to be a consumable item, clear the "1C" exception using "FQ" status code as a fund/signal code to show that change is required to pass a consumable item. Pass the requisition via on-line process to the other service by inputting required data using the following format:

16.4.1.2.15.4.1. Columns 1-3 - Enter "A05"/ "A0E."

16.4.1.2.15.4.2. Column 51 - Enter signal code "A" or "J."

16.4.1.2.15.4.3. Columns 52-53 - Enter fund code "6C."

16.4.1.2.15.4.4. Columns 67-69 - Enter other service source of supply (for example B16).

16.4.1.2.15.4.5. Annotate in "Remarks" block the applicable TO, figure, and index plus any other pertinent characteristic data. If SMR coding determines that the requirement is a nonconsumable P/N, clear the "1C" exception with a "BM" status code and pass off-line to the other service. The same format will be used as above except that the signal code "C" or "L" will be entered in column 51 with appropriate "CP" fund code in columns 52-53. A copy of the requisition will be forwarded to the local Accounting and Finance Office for certification of funds availability and obligation. A type "D" PNCR record will be created when these items are being passed to the other service; the PNCR record will be manually purged or updated when it becomes known that an NSN has been assigned.

16.4.1.2.15.5. DLIS P/N interrogation matched NSN managed by the Federal Aviation Administration (FAA). SM-ALC is the only ALC with an FAA monitor (unique to that ALC) which can route P/N packages internally from an ES division control point to the FAA monitor. Passing action should include DLIS screening results and all pertinent data related to the initial research of the items. (See paragraph 16.8.1.6., for processing of passing actions on FAA managed NSNs.)

16.4.1.2.16. If the "1C" exception has not been cleared, annotate the FSC or NSN of the end item, the TO reference and the responsible IMS/SPM division across the top of the exception. Annotate appropriate portions of the PNCR file maintenance notice and forward the package to the appropriate IMS/SPM division for processing.

16.4.1.2.17. If an ALC needs to contact an AF base concerning a P/N requisition, contact the Stock Control Section, base office symbol LGSMS, unless a name and phone number have been specified.

16.4.1.2.18. If a prime (initial) ALC mails a P/N requisition package which includes a blueprint to another ALC to determine method of support, and the other ALC authorizes the prime ALC to support locally, the ALC P/N research function will return all blueprints and pertinent data with the P/N package to the prime ALC. It is important that the blueprint be returned so that the prime ALC can include the blueprint with the P/N processing package locally to support the requirement through local manufacture, local procurement, or cataloging action.

16.4.2. MICAP Processing.

16.4.2.1. Upon receipt of MICAP P/N notifications, the MICAP control center (or equivalent) will record the appropriate technical data on the MICAP requisition control card/register. This includes TO figure, index, CAGE code, and P/N.

16.4.2.2. Review TO, master cross-reference list or any other sources of information available, such as the D043A system, to obtain P/N-to-NSN match. If NSN is obtained through research, process in accordance with paragraph 16.4.2.3. If you are aware that DLIS is experiencing delays in providing screening results and NSN has not been found through research, process MICAP P/N requisition without DLSC in accordance with paragraph 16.4.2.3. DLIS screening results will be output shortly with the exception notification. Upon receipt of DLIS results and if valid NSN is provided, input requisition via user terminal. If DLIS screening results are being delayed, and an NSN is provided at a later date, process P/N package in accordance with paragraph 16.4.2.3. If DLIS screening results do not provide an NSN, process "1C" exception package in accordance with paragraph 16.4.2.3.

16.4.2.3. Forward the "1C" exception package to the appropriate IMS/SPM division for processing. The package will be clearly identified as MICAP.

16.4.2.4. Manual MICAP Requisitions. If initial research fails to yield an NSN match, convert "A05"/"A0E" requisitions to "A02"/"A0B" format and input to the IMWRP subsystem via user terminal. This will generate a "1C" controlled exception.

16.4.3. IMS/SPM Division Processing.

16.4.3.1. General. Receive and review "1C" exception packages for completeness. If incomplete, return to initial Materiel Support component for rework. If the package is identified as MICAP, every effort will be made to process it within eight hours; MICAP P/N requisitions will be processed ahead of non-MICAP P/N requisitions.

16.4.3.2. Processing when an NSN match is found.

16.4.3.2.1. Determine validity of requirement and application. If a decision is made not to support the requisition, forward appropriate status to the requisitioner. Forward a copy of the action to be taken (or copy of the "CA" letter if appropriate) along with the "1C" exception package to the P/N control unit. If the decision is made that the NSN may be used for the application cited, process as outlined in paragraph 16.8. If not, process as a P/N.

16.4.3.2.2. Whenever a P/N requisition matches another service managed NSN, determine the validity of the requirement and its application. If the NSN is a consumable item and is approved for use by the Air Force, pass the requisition to the other service manager for support. If the NSN is a nonconsumable item and approved for use by the Air Force, JLC Form 17 provides the means to obtain support. If the NSN is not approved for AF use, cancel the requisition or take alternate action as appropriate.

16.4.3.2.3. If the TO requires update to prevent use of the NSN by other users, action must be taken to ensure that the TO is revised accordingly.

16.4.3.3. Processing when PNCR file and DLIS interrogation indicates no match.

16.4.3.3.1. Review and annotate PNCR file maintenance notice according to instructions in paragraph 16.7.

16.4.3.3.2. On any P/N coded IMC "Z," an AFMC Form 918 will be prepared. In addition, a request for ND (nonsignificant) number assignment will be initiated.

16.4.3.3.3. On a P/N coded for service retention, an AF Form 86 (with blank control number) will be prepared.

16.4.3.2.4. When research indicates that the requisitioned P/N has been changed to a preferred or alternate P/N equal in form and function and/or the CAGE is changed, process as follows:

16.4.3.2.4.1. Item is IMC "Z" (DLA): Prepare AFMC Form 918 against preferred P/N. Forward AFMC Form 918 to FSC ALC for subsequent forwarding to appropriate ICP.

16.4.3.2.4.2. Item is service retained. Prepare an AF Form 86 (with blank control number if the item is prime at another ALC) requesting that the requisitioned P/N be added to the NSN as an additional reference number.

16.4.3.2.5. Assign NC or ND number as required.

16.4.3.2.6. Verify FSC.

16.4.3.2.7. If the requirement is for an item which will be service retained and is local prime, process as the FSC ALC.

16.4.3.2.8. If the requirement is for an item which will be service retained but is prime at another ALC, return the "1C" exception, annotated PNCR file maintenance sheet, and AF Form 86 (no control number) to the P/N control unit.

16.4.3.2.9. If the requirement is for an item which will be DLA managed and residual management is local prime, prepare a request for ND number assignment and process as the FSC ALC.

16.4.3.2.10. If the requirement is for an item which will be DLA managed and the residual management is at another ALC, return the "1C" exception, annotated PNCR file maintenance sheet, request for ND assignment, and AFMC Form 918 to the P/N control unit.

16.4.4. Final processing by the P/N control unit.

16.4.4.1. General. Receive the "1C" exception package and review for completeness. If incomplete, return for rework. If supply support decision is not in accordance with the decision table or governing directives, return to the IMS/SPM division and outline the area of conflict. Otherwise take action as indicated by the IMS/SPM division.

16.4.4.2. Processing an NSN match.

16.4.4.2.1. Take disposition on requisitions as directed by IMS/SPM division.

16.4.4.2.2. On all NSNs for which the technical order/end article IMS ALC retains management, process as FSC ALC.

16.4.4.2.3. For packages forwarded to another ALC, clear the "1C" exception utilizing off-line "A05"/"A0E" format and "BM" action.

16.4.4.2.4. Update the PNCR file as appropriate. If manual research yields an AF used NSN, build a "B" PNCR record. On non-AF used NSNs, file maintain the "D" PNCR record.

NOTE: On P/N requisitions matching an NSN where another service is the primary inventory control activity (PICA) (level of authority (LOA) "22"), see paragraph 16.8.1.3.2.

16.4.4.3. Processing where no NSN match is found.

16.4.4.3.1. IMC "Z" (DLA): If residual management will be local prime, process as FSC ALC. If residual management will be at another ALC, clear the "1C" exception and pass the AFMC Form 918 to the FSC ALC. Demands for IMS "Z" items will be supported by ND number at the technical order/end article IMS ALC until NSN assignment.

16.4.4.3.2. Service Retained: If the item when cataloged will be local prime, process as FSC ALC. If item will be prime at another ALC, clear the "1C" exception and pass the requisition off-line "A05"/"A0E" using action code "BM" along with a copy of the PNCR file maintenance sheet and AF Form 86 (with blank control field) to the FSC ALC.

16.4.4.3.3. When a package is returned to the TO/end article IMS ALC from the FSC ALC for incomplete, invalid, obsolete or no longer manufactured P/N(s), and the FSC ALC has been unable to determine an alternate or complete P/N, the SPM division will review the requirement with respect to the FSC ALC findings and in consonance with their engineering support activity determine an alternate or complete P/N suitable to its intended application. The new P/N will be clearly identified and applicable CAGE stated on any package returned to the FSC ALC for continued processing. In addition, when a package must be returned to the TO/end article IMS ALC for additional research, every effort will be made to complete the research in as short a time as possible so that the "1C" exception at the FSC ALC may be cleared within normal "1C" processing timeframes. If the package is not returned, the FSC ALC will be notified and provided sufficient data to clear the exception.

16.5. Federal Supply Class (Or Materiel Management Code) ALC Processing.

16.5.1. General:

16.5.1.1. "1C" exception control procedures will be used to ensure that completed action is taken on the requisition including file maintenance of the PNCR file.

16.5.1.2. When a requisition is for an item which matches another service managed NSN for which the Air Force is not a registered user, an SSR should be prepared.

16.5.1.3. Misrouted requisitions received directly from the requisitioner will be processed as follows: If the TO/end article IMS ALC is identified, the requisition will be rerouted. If the TO/end article IMS ALC is not identified, return to requisitioner with instructions to resubmit to TO/end article IMS ALC.

16.5.1.4. If, during screening by DLIS, information is provided that the submitted P/N screens to an NSN or preferred P/N which is an NSN, the information should be passed to the TO/end article IMS ALC by annotated AF Form 86 (with blank control number) or by phone if appropriate. This information will be utilized to update the PNCR file at the technical order/end article IMS ALC and to allow cancellation of procurement action where required.

16.5.1.5. Each area processing the "1C" exception package will ensure that all necessary actions on the package are complete prior to passing to the next area. When the package is received for processing within a section, it will be reviewed for completeness and, if necessary, returned to the appropriate area for rework.

16.5.2. P/N Control Unit (Initial Processing).

16.5.2.1. IMC "Z" Items. On these items, the FSC ALC will receive only the AFMC Form 918 from the TO/end article IMS ALC. Upon receipt of the AFMC Form 918, a check will be made to determine if a supply support request has already been submitted against the P/N. If a supply support request has already been submitted, no additional action is required. If no supply support request has been submitted, the AFMC Form 918 must be forwarded to the appropriate ICP. A type "D" record may be built on these items if desired.

16.5.2.2. Service Retained Items. A P/N package on these items will consist of the "1C" exception, copy of the AF Form 86 (less control number), and copy of the PNCR or DLIS interrogation results. If the PNCR interrogation is unmatched at the TO/end article IMS ALC, a copy of the PNCR file maintenance worksheet will be included. Upon receipt of the package, verify for completeness. Input the requisition to the IMWRP subsystem to obtain a "1C" exception. If the package is determined to be incomplete, do not process. Return

the package off-line to the TO/end article IMS ALC for rework. Returned packages should clearly identify the deficiency and be marked with the notation *Incomplete*. If the package is complete, continue processing. The type "D" record must be file maintained in the PNCR file.

16.5.3. IMS/SPM Division Processing (Service Retained Items). Upon receipt of the package, add a control number to the AF Form 86, assign an NC number and support the requisition. The controlled AF Form 86 will be passed to AFMC/CASC (Battle Creek) for cataloging action.

16.6. Air Force Base Requirements For Foreign Military Sales Nonstandard Items Of Supply.

16.6.1. An item of supply identified by an NSN which is required only by a foreign military sales (FMS) country will be identified by MMACs "EX," or "XT" through "XZ," reflect acquisition advice code "P" and indicate source of supply "F2U," "F7U," "F8U," "F4U," or "F6U."

16.6.2. The Air Force has no requirement for these items and is acting only as a procuring agent for the FMS customer.

16.6.3. AF bases are authorized to submit only off-line P/N requisitions in MILSTRIP format by message to the appropriate ALCs for FMS nonstandard items of supply if, after thorough research, the bases believe the FMS nonstandard items may be logical spares for AF use.

16.6.4. AF bases must fully justify their requirements by citing TO figure and index. If the items are non-aircraft type items and not reflected in TOs, AF bases will cite FSC, type of item, application, and a description of the mission that will not be performed if item is not cataloged for AF use.

16.6.5. Equipment specialists at TO ALCs will review to determine if the items are logical spares and, if appropriate, initiate cataloging action to adopt for AF use. If items are not logical spares, requisitions will be canceled and items will remain FMS nonstandard.

16.6.6. AF base inquiries about "XU" MMAC items must be sent by message to the Air Force Cryptologic Support Center, San Antonio, TX 78243.

16.7. PNCR File Maintenance.

16.7.1. General.

16.7.1.1. The PNCR records are a computerized reference record which contain selected data elements pertaining to the processing of P/N requisitions by the ALC. "A0B," "A02," and "A42" P/N requisitions entering the IMWRP subsystem will be automatically screened against these records and, if unmatched, a DLIS interrogation will be mechanically prepared.

16.7.1.2. File maintenance to the PNCR records is accomplished by inputting data via a user terminal using input screen "PNR." Instructions for interrogating the PNCR records and/or DLIS records are found in Chapter 15.

16.7.1.3. These PNCR records contain six record types which are discussed herein. Record types "B," "C," "D," "E," and "F" may be manually created and file maintained using AFLC Form 1 (attachment 16A2) and entering the data via user terminal. Record type "A" is mechanically created by the IMWRP subsystem. Some data elements shown on the input screen are entered, as applicable; however, entry of all elements of data is encouraged to make maximum use of the PNCR records. Certain elements are basic and must be entered; these are the CAGE and P/N. The remaining data elements will be entered based on the data shown on the AFLC Form 1. Only one record should exist for each P/N. If a different record type is to be created, the existing record must be deleted and a new record built.

NOTE: A quality check should be performed periodically to ensure that file maintenance is entered in the proper record and that follow-up action taken on those records requiring deletion are purged or updated.

16.7.1.4. If an existing PNCR record is to be updated, the same input screen is used as that required for a new record. Display the appropriate screen and enter only those data elements which are to be changed. Each screen allows for the option to inquiry, add, or change data except for the "A" record which allows only inquiry and delete transactions.

16.7.2. Record Formats:

16.7.2.1. Type "A" Record -- Initial or "Dummy" Record. This record is created by the IMWRP subsystem mechanically upon receipt of a P/N requisition which is unmatched in the PNCR records. This record essentially indicates that a P/N requisition has been received and DLIS records are being interrogated. This screen is also used to interrogate the PNCR records with an option to select a DLIS interrogation. The screen identification (ID) for the "A" record is "PNRE."

16.7.2.2. Type "B" Record -- AF Used NSN. Mechanically built when DLIS interrogation yields a single definite NSN, the source of supply is another service/agency source of supply and the AF is recorded as a user. May also be manually file maintained. If source of supply is a DLA source of supply, "S9-," the P/N requisition will be mechanically converted to an NSN requisition, fund and signal code changed and passed to the appropriate DLA source of supply. If a subsequent P/N requisition matches a type "B" record and the source of supply is "S9-," it will be mechanically converted to an NSN requisition reflecting the NSN in the "B" record, fund and signal code changed and passed to the appropriate source of supply. If source of supply in DLIS interrogation is other than a DLA source of supply, the P/N requisition will be converted to an NSN requisition, a "B" record will be built and processed like a normal requisition. The "B" record screen ID is "PNRA."

NOTE: A "B" record will not be manually built when the DLIS interrogation (Segment H) indicates that the acquisition advice code is "Y." If, after technical review, the ES determines the NSN is acceptable for AF use, the ES will prepare and forward an AF Form 86 with current DLIS screening to AFMC/CASC by local residual cataloging office for reactivation of the NSN. A type "D" record will be built pending reactivation of the NSN. The P/N package will be returned to the P/N control unit to clear the P/N exception.

16.7.2.3. Type "C" Record -- AF NSN -- Preferred Reference Number. Manually prepared when it is desired to relate the requisitioned P/N to a preferred P/N which, in turn, relates to an NSN. This means that the ES has determined, through his technical review, that a better quality item exists, already stock listed and AF used. When the NSN is entered into the "C" record, all subsequent P/N requisitions matching the "C" record will be mechanically converted to the NSN recorded in the record and processed normally. The ES will attach a current DLIS screening to the P/N package that is being returned to the P/N control unit for further processing. NC numbers or ND numbers will not be file maintained into this record. Screen ID is the same as a "B" record.

NOTE: If during research the requisitioned P/N is converted to a preferred P/N which has an AF used NSN assigned and the ES determines through technical analysis that the requisitioned P/N should be linked in the DLIS cataloging records with the preferred P/N with AF used NSN, the ES will prepare an AF Form 86 (long form). The AF Form 86 and DLIS screen (for the requisitioned P/N and preferred P/N) will be forwarded to AFMC/CASC by the local residual cataloging office for their review to possibly add the requisitioned P/N, properly coded, to the NSN with the preferred P/N. In order for AFMC/ CASC ESs to perform a thorough analysis of the requisitioned P/N and the preferred P/N, technical data (such as manufacturer's drawings, technical order data, design change notices, reproduced copies from commercial catalogs, sketches,

correspondence from manufacturer/vendor or any other means used to convert the requisitioned P/N to the preferred P/N) will be provided with the AF Form 86 by the ALC ES.

16.7.2.4. Type "D" Record -- Non-AF Used NSN, NC or ND Number. Manually prepared when DLIS interrogation yields a non-AF used NSN and the ES has determined that the item is technically qualified for AF use. Record is also prepared when research indicates that no NSN is available and the item is to be cataloged for AF use. In either case, the ES should initiate an AF Form 86, AFMC Form 918, local data, or JLC Form 17, as applicable; attach a DLIS screen; and forward to AFMC/CASC through the local residual cataloging office. The ND number to be entered in this record is for those conditions when the DLIS interrogation has matched a non-AF used NSN, and the ES has determined the item is technically qualified for AF use but cataloging action is required to reactivate the NSN for AF use. The "D" record screen ID is "PNRB."

16.7.2.5. Type "E" Record -- One-Time Buy Utilizing an ND Number. Manually prepared when a decision is made to support a requisition on a one-time basis by ND number. The "E" record screen ID is "PNRC."

16.7.2.6. Type "F" Record -- Constant Reject. Manual record used when it is desired to use a specific reject action against all subsequent requisitions for a given P/N. The "F" record screen ID is "PNRD."

16.8. Processing Instructions For A P/N-To-NSN Match.

16.8.1. When a P/N is researched to a NSN which is determined to be valid for the specific end item application, the following action will be taken.

16.8.1.1. AF managed NSN. Route to the applicable AF manager for support.

16.8.1.2. Other service/agency managed NSN; AF is a registered user:

16.8.1.2.1. Revise fund code, if necessary, and ensure that the signal code is compatible. Input the NSN found along with proper action/status code. If a fund code change is made, input "FQ" status ("6C"/"6H" fund codes only). If a fund code change and passing action are made, "FQ" status will still be used.

NOTE: When "FQ" status involves a passing action, care should be taken to ensure that the routing identifier of the "passed to" activity is entered. Passing action, where no fund code change is involved, will utilize "BM" status.

16.8.1.2.2. Pass requisition to appropriate source of supply.

16.8.1.2.3. Create a type "B" PNCR record. The "B" record screen ID is "PNRA."

16.8.1.3. Other service/agency managed NSN; AF is not a registered user. Review for technical acceptability. If the NSN proves to be technically unacceptable, take appropriate alternate action, that is, cancel the requisition or process for support of a preferable substitute. If technically acceptable, process as follows:

16.8.1.3.1. If consumable, take action by supply support request or AFMC Form 918, as appropriate, to have the AF recorded as a user.

16.8.1.3.2. For other service managed nonconsumable items, these requirements must be funded from centrally procured funds and controlled through the IMWRP subsystem. When an AF base submits a P/N requisition to the ALC, and it is determined that another military service is the PICA (LOA "22") on that item, the FSC manager will contact the other military service IMS concerning the possibility of obtaining needed support to the AF. If the PICA service agrees to support the AF out of current stocks, arrangements will be made to process a funded requisition to the appropriate PICA IMS for fill. If the PICA is unable to provide immediate support, a funded military interdepartmental purchase request will be forwarded to the PICA IMS. In either case, a

completed nonconsumable item materiel support request, requesting recording of the AF as a user in the DLIS files and negotiated support to the AF, must be submitted to the PICA in accordance with AFMC Regulation 400-21, *Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items*, April 27, 1990. In those instances where the manager is recorded as a weapons system IMM or commodity IMM, the requisition will be processed to the IMM. Procedures for obtaining support for items coded by the AF as nonconsumable but managed by the IMM as consumable are contained in AFMAN 23-110, Volume 1, Part 1, Chapter 11, Section 11AD.

16.8.1.3.3. Pass requisition to appropriate source of supply. Input the NSN to the IMWRP subsystem along with proper action/status code. Change fund code if necessary and ensure that the signal code is compatible. If a fund code change is made, input "FQ" status ("6C"/"6H" fund codes only). When "FQ" status involves a passing action, care should be taken to ensure that the routing identifier of the "passed to" activity is entered. Passing actions where no fund code change is involved will utilize "BM" status.

16.8.1.3.4. File maintain the "D" record in the PNCR file. The "D" record screen ID is "PNRB."

16.8.1.4. Consumable item with valid NSN provided by current DLIS interrogation. No DoD manager. Item meets service retention criteria.

16.8.1.4.1. Prepare AF Form 86 in accordance with guidance provided in AFMAN 23-110, Volume 1, Part 1, Chapter 7. If the item will not be local prime, request the applicable ES review NSN for adoption/reactivation and coordinate on appropriate block of AF Form 86. Ensure that all essential data entries on AF Form 86 are furnished to the extent possible so that further actions to support the requisition can be taken. Forward the AF Form 86 (less control number) to the FSC ALC along with the requisition and any technical data (if available), such as drawings, reproduced pages from catalogs or applicable figure and index of technical orders as this data might not be available at the receiving ALC. Technical data can be of further assistance to the cataloging/standardization actions taken by AFMC/CASC at Battle Creek.

16.8.1.4.2. The FSC ALC will forward the AF Form 86 with a control number to AFMC/CASC for cataloging/standardization for further support of the requirement.

16.8.1.4.3. File maintain the type "D" record in the PNCR file.

16.8.1.5. Consumable item with a valid NSN. No DoD manager. Item meets DLA integrated management criteria according to DoDM 4140.26.

16.8.1.5.1. Prepare an AFMC Form 918 requesting AF be made service item control center for the item. If residual management is at another ALC, pass the AFMC Form 918 to the residual manager for subsequent forwarding to the appropriate ICP. If residual management is local prime forward the AFMC Form 918 to the appropriate ICP.

16.8.1.5.2. Support demand by ND number.

16.8.1.5.3. File maintain the "D" record in the PNCR file.

16.8.1.6. FAA managed NSN: AF not recorded as a user. No DoD manager.

16.8.1.6.1. Prepare "1C" package for passing off-line to SM-ALC/LHATC. DLIS screening results and any other pertinent data relating to the FAA managed NSN should be included in the package.

16.8.1.6.2. Clear the "1C" exception with the FAA managed NSN, "BM" status code, "F6N" routing identifier, and change document identifier to "A05"/"A0E" to prevent mechanical passing by the IMWRP subsystem.

16.8.1.6.3. Build the appropriate PNCR record to retain a record of NSN, nomenclature, and cost for any future requirements.

Attachment 16A1
SUPPORT DECISION TABLE (P/N UNMATCHED TO NSN)

TYPE REQUISITION (SEE FIRST POSITION OF DOCUMENT NUMBER ON PART NUMBER EXCEPTION TO DETERMINE TYPE)

Method or Source Code	Contractor W/O 2A	Contractor 2A	SOP M/O 2A or 3B	SOP M 2A or 3B	COMUS AF Base M/O 2A	COMUS AF Base M 2A	DIFFERENS AF Base M 2A
A0 (Parts not listed in I.O.) (A)							
A0 (Parts listed in I.O.) (A)							
A0 (Do not catalog) (A1)							
K							
M0 (M1)							
M0 (H)							
M0 (P10)							
M0 (P1)							
M0 (P2)							
XA (X1)							
XB (X2)							
XC (U)							
Incomplete/Invalid I.O.							
Invalid P/N							
Command Supported End Item							
Local Purchase							
Fill or Kill*							
No Source Code							

* Centrally procure or reject "CA" including at least one commercial source for local purchase.
 ** Fill or Kill source code invalid for part number requisitions.
 NOTE 1: Blocks marked "S" support, unless otherwise noted on chart, will be accomplished through local purchase if item is true local purchase. Otherwise central procurement will be used.
 NOTE 2: Blocks marked "CA", unless otherwise noted on chart, should include at least one commercial source for local purchase or provide the manner of satisfying the requirement.
 NOTE 3: Blocks marked "CP", see para 11, before using "CP".

Attachment 16A2
SAMPLE AFLC FORM 1, "PNCR FILE WORKSHEET"

